



Limited Examination & Appointment Program

AN EMPLOYMENT PROGRAM FOR QUALIFIED INDIVIDUALS WITH A DISABILITY



Title: Staff Services Management Auditor

Range A: \$2764-3048 Range B: \$2851-3300 Range C: \$3418-4155

- ★ This is an open statewide examination.

Application Deadline:

- ▼ Applications must be returned by Friday, May 2, 2003. Applications postmarked after May 2, 2003, will not be accepted.
- ★ You may be hired as a Staff Services Management Auditor by any state department, after you have taken and passed the Staff Services Management Auditor examination.

Who may apply

- ★ Individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities, **and**
- ★ Individuals with a LEAP certification form from the State Department of Rehabilitation, **and**
- ★ Individuals who have not taken this examination in the past 18 months, **and**
- ★ Individuals who meet the minimum qualifications stated on this examination bulletin.

You may contact the Department of Rehabilitation to find out how to obtain a LEAP certification form. To find an office near your home, please contact the Department of Rehabilitation at (916) 263-7365 TTY (916)-263-7477 or online at www.rehab.ca.gov.

How To Apply

- ★ Submit a standard state application (form std. 678) and a copy of your LEAP certification to:
State Personnel Board
801 Capitol Mall, P.O. Box 944201
Sacramento, CA 94244-2010
- ★ **Applications** are available at the State Personnel Board office and web site www.spb.ca.gov and local offices of the Employment Development Department.
- ★ **You must attach a copy of your LEAP certification form to every application** you submit for any LEAP examination. You must also provide your social security account number on your application form in order to confirm your eligibility for LEAP.

Special Testing Arrangements

- ★ If you have a disability and need special testing arrangements, please mark the appropriate box in question 2 of the "examination application". You will be contacted to make specific arrangements.

STATE OF CALIFORNIA EMPLOYMENT PROGRAM



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Minimum Qualifications:

- ✓ To apply for this examination, you must have:
 - ✓ Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting. Registration as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.
- Experience: No experience required. Applicants must meet the education requirements.

Special Requirement

- ★ Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.

Examination Information

- ★ The examination consists of 100% readiness training and experience evaluation.
- ★ Candidates must receive a score of 70% or more in order to be placed on the employment list.
- ★ Names of candidates who pass the examination will remain on the employment list for 24 months (2 years).
- ★ Candidates may take this examination only once in an 18 month period.
- ★ Examination material will be mailed to applicants who meet the minimum qualifications at the address indicated on your application.

Scope of Examination Questions

- ★ The examination will include questions to evaluate your:
 1. Knowledge of the principles and practices of organizational management, accounting and auditing.
 2. Ability to learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.

LEAP Program Information

- ✓ The Limited Examination and Appointment Program (LEAP), under the authority of government code sections 19240-19243.4, provides an alternate means of assessing the qualifications and skills of job applicants with disabilities. Upon successful completion of the program, participants are appointed to the identified job classification and begin serving a probationary period of six months to one year. For more information on LEAP, pamphlets are available at the offices of the State Personnel Board or the Department of Rehabilitation or online at www.spb.ca.gov or www.rehab.ca.gov and through the Employment Development Department.



Requirements for Admittance to the Examination

- v To be eligible to participate in the limited examination and appointment program, you must be an individual with a disability who (1) has a physical or mental impairment or medical condition that limits one or more life activities such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; or (3) is regarded as having such impairment or medical condition.

Position Description

- v This is a recruiting, training, and development class for persons qualified to learn, under close supervision, management auditing methods.

General Information

- ★ **Veteran's preference credits** will be added to the final score of competitors who pass the examination, qualify for, and have requested these points. Veteran's who have already achieved permanent civil service status are not eligible to receive veteran's credits. California law governs the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference are on the veterans' preference application (form spb-1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807 and the web site www.spb.ca.gov.
- ★ **The State of California is an equal opportunity employer** to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.
- ★ **If you meet the requirements** stated on this bulletin, you may take this competitive examination. Possession of the minimum requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.
- ★ **The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.



★ **Eligible Lists:** eligible lists established by competitive examination, regardless of date, must be used in the following order:

1. Sub-divisional promotional,
2. Departmental promotional,
3. Multi-departmental promotional,
4. Service-wide promotional, or
5. Open eligible list.

However, departments have the option of using LEAP referral lists in conjunction with all other eligible lists. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

★ **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the essential tasks of the class. A medical examination may be required. In open examinations, investigation may be conducted of employment records and personal history and fingerprinting may be required.

★ **High School Equivalence:** equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the general educational development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

▼ It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because of the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

California State Personnel Board
P.O. Box 944201 – 801 Capitol Mall
Sacramento, CA 94244-2010
(916) 653-1502 – TTY (916) 654-6336